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County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

November 12, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON INFORMATION SYSTEM COMMISSION RECOMMENDATIONS

On October 13, 2009, on motion of Supervisor Knabe, the Chief Information Officer (CIO) and the Chief Executive Officer (CEO) were instructed to report back to your Board on suggested modifications to the Information System Commission (ISC) Ordinance, and ways to better engage the Commission on technology issues facing the County. The motion instructed that we report back to your Board within 30 days on recommendations regarding the restructuring of the ISC.

The CIO has performed an analysis of the ISC to identify challenges to the Commission's effectiveness and articulate recommendations to address these issues. These recommendations address the ISC's scope and purpose, authority, membership, and process.

The CIO has vetted its analysis and recommendations with a number of stakeholders; however, they have been unable to communicate with all key representatives. We respectfully request a 30-day extension from the original due date specified on your motion to December 14, 2009 to enable the CIO to schedule and meet with additional key stakeholders and complete its report.

Should you have any questions regarding this memorandum, please contact Ellen Sandt, Deputy Chief Executive Officer, at 213-974-1186 or esandt@ceo.lacounty.gov or your staff may contact Rich Sanchez, Chief Information Officer, at 213-253-5600 or rsanchez@cio.lacounty.gov.

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 10, 2009

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

STATUS REPORT NO. 2 ON INFORMATION SYSTEM COMMISSION RECOMMENDATIONS

On October 13, 2009, the Board instructed the Chief Information Officer (CIO) and the Chief Executive Officer to report back to the Board on suggested modifications to the Information System Commission (ISC) and ways to better engage the Commission on technology issues facing the County. The motion instructed that we report back to your Board within 30 days on recommendations regarding restructuring the ISC.

The CIO has developed proposed recommendations addressing ISC scope and purpose, authority, membership, and process. In a memorandum dated November 12, 2009, we had requested additional time to allow CIO to schedule and meet with key stakeholders to discuss this proposal. We had hoped to respond by December 14, 2009, but the CIO will need additional time to allow for review and input from Board offices. To ensure adequate time and considering the upcoming holidays, we now request that a final report be provided by February 4, 2010.

Should you have any questions regarding this memorandum, please contact Ellen Sandt, Deputy Chief Executive Officer, at (213) 974-1186 or at esandt@ceo.lacounty.gov or your staff may contact Richard Sanchez, Chief Information Officer, at (213) 253-5600 or at rsanchez@cio.lacounty.gov.

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WILLIAM T FUJIOKA
Chief Executive Officer

March 18, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Subject: **STATUS REPORT NO. 3 ON INFORMATION SYSTEM COMMISSION
RECOMMENDATIONS (ITEM 9 – AGENDA OF OCTOBER 13, 2009)**

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

On October 13, 2009, on motion of Supervisor Knabe, the Chief Information Officer (CIO) and the Chief Executive officer (CEO) were instructed to report back to your Board on suggested modifications to the Information System Commission (ISC) Ordinance and ways to better engage the Commission on technology issues facing the County. This action was subsequent to a recommendation made by the CEO to sunset the ISC.

The following provides a background on the ISC and presents findings and recommendations for consideration by your Board. These are based on a review of the ISC activities and discussions with key stakeholders.

Background and Findings

The Board of Supervisors created the ISC, then known as the Data Processing and Telecommunications Advisory Committee, by Ordinance No. 91-0131 in 1991. The ISC is charged with providing analysis, advice and recommendations to the Board of Supervisors and to the Director of Internal Services on a broad range of information technology (IT) issues. These include strategic and long-range planning, review of major new data processing efforts, interdepartmental data processing technology functions, policies and standards, contracting, annual reviews of the effectiveness of data processing and telecommunications within the County, and trends in technology and organization.

An analysis of the ISC's charge and activities identified the following issues.

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Findings

- **The CIO assumed many of the ISC duties.** With your Board establishing a CIO Office and approving the Charter in 1995, the CIO essentially assumed most of the ISC responsibilities.
- **ISC's agenda has focused on a narrow range of County IT issues.** The ISC effectively set its own agenda and priorities. This has resulted in a focus on a narrow range of County IT issues. A review of Commission agenda, meeting minutes and correspondence over the past four years indicates that the majority of the ISC's meetings were structured around presentations on department internet activities and updates on major County IT projects, particularly LEADER Replacement System (LRS) and eCAPS.
- **ISC Commissioner IT experience is unclear.** While the ISC's ordinance requires that Board offices nominate persons qualified with a strong IT background or knowledge, it is difficult to assess individual Commissioner's IT skills and experience. The County operates a large, complex, and constantly changing IT environment. To provide meaningful contribution, the ISC membership would be best served by representatives that have a broad spectrum of current IT knowledge and are involved with technology on an ongoing basis.
- **ISC scope of responsibilities requires a significant time commitment.** The ISC is charged with meeting five times a year. This meeting schedule does not reasonably allow the Commission to become familiar with the County's IT environment and challenges and offer substantive recommendations.

Recommendations

The CIO has developed the following proposed recommendations regarding the ISC's scope and purpose, authority, membership, and process to address these findings.

- **The ISC should serve as an advisory body to the CIO.** The Commission would provide advice, information, and recommendations to the CIO.
- **Direct the ISC's focus to provide technology advice and to bring innovative ideas to the CIO.** The ISC's focus should be targeted to the following scope:
 - Identifying emerging technologies that are applicable to the County of Los Angeles;
 - Identifying IT best practices and ideas that can be leveraged by the County to improve services; and
 - Serving as a strategic sounding board to the CIO on major County IT initiatives.This more directed charge will enable the ISC to better assist the County in improving IT efficiency and effectiveness.

- **Change the ISC membership to support new charge.** The membership should be comprised of appointees with substantial IT experience from the private sector, other government jurisdictions and academic institutions. We believe this composition will ensure a wider range of skills and experience to address the IT challenges facing the County.
- **The ISC Chair and CIO will collaborate on setting the ISC's agenda.** By crafting the agenda together, the ISC and CIO can ensure that important IT issues are given a prominent place in the Commission agenda and sufficient attention during Commission meetings.
- **Implement an annual ISC feedback assessment mechanism.** As part of the process, the CIO will evaluate ISC specific deliverables (i.e., presentations, reports, briefings, etc.) that were identified through the annual agenda setting process. The ISC Chair and CIO would meet annually to discuss these results and recommend changes as appropriate.
- **Conduct a formal sunset evaluation after two years.** This review would follow the process recommended by the County's Economy and Efficiency Commission's report *A Model Mechanism to Evaluate Performance and Objectives of Los Angeles County Commissions, Committees, and Task Forces*, which was adopted by your Board on March 29, 1994.

Conclusion

The proposed changes to the ISC purpose, structure and membership will require Board approval of modifications to the County ordinance. The CIO will brief your respective offices to gain approval of these recommended changes and work with County Counsel to develop and present suggested modifications to County ordinance. We will be submitting the proposed changes to your Board in April 2010.

If you have any questions, please contact me or have your staff contact Ellen Sandt, Deputy Chief Executive Officer, at 213-974-1186 or esandt@ceo.lacounty.gov or Rich Sanchez, Chief Information Officer, at 213-253-5600 or rsanchez@cio.lacounty.gov.

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